



Department of Energy
Office of Science
Berkeley Site Office
Lawrence Berkeley National Laboratory
1 Cyclotron Road, MS 90-1023
Berkeley, California 94720

JUN 20 2008

Mr. Jeffrey Weiner
Sponsored Projects Office Manager
Lawrence Berkeley National Laboratory
1 Cyclotron Road, M/S 46R0125
Berkeley, CA 94720

Dear Mr. Weiner,

In accordance with contract DE-AC02-05CH11231, Clause H.3(b) the Contractor must draft, implement, and maintain formal policies, practices, and procedures in accordance with this clause, which must be submitted to the Contracting Officer (CO) for review and approval.

The Berkeley Site Office (BSO) received notice on April 28, 2004, that the Sponsored Projects Office was currently updating the Policy and Procedures Manual to incorporate policy and procedural changes. Concurrence was requested and the new procedures were approved by the BSO CO.

If there have been any substantial changes or updates to your approved policies subsequent to the above date, please provide BSO a list of changes for review and approval.

Sincerely,

A handwritten signature in black ink, which appears to read "Charles W. Marshall". The signature is fluid and cursive, with the first and last names being more prominent.

Charles W. Marshall
Contracting Officer